

Glen Carbon Community Event Committee
2023 HOMECOMING Vendor
Rules and Regulations

1. The Deadline for booth reservations is June 2, 2023. Booth assignments, maps, and further instructions will be e-mailed early June.

2. Booth spaces are assigned on a first come, first serve basis!

3. The committee will determine the placement of all booths!

4. We reserve the right to limit the number and types of food/refreshments, artist/crafter and merchant/activity vendors. Submission of an application does not guarantee a booth. You may not sell any items other than the Committee approved, and an inventory will be taken on site the day of the event. **Non-profit booths and for-profit booths providing concessions, arts/crafts, novelties and activities which benefit patrons will get first consideration.** Booths that are not acceptable for the event will get their fees refunded.

5. Food & Drink Vendors must receive approval for all food and beverages that will be sold at the event. Each vendor will be allowed 3 exclusive food items per booth. The Glen Carbon Community Events Committee reserves the right to allow different brands of like items to be sold at the Homecoming and will make such determination at their discretion.

6. All Vendors are responsible for all sales or other taxes, fees, assessments required by any applicable federal, state, or local law in connection with the participation of Glen Carbon Homecoming. All vendors shall indemnify, defend, and hold the Village of Glen Carbon harmless for any taxes (including fees and penalties, if any) required to be paid by law.

7. Food & Drink vendors must obtain a temporary food service license. You must pay a fee (paid to the Health Department) for a temporary permit. Additional information and the Health Department forms can be found on <http://www.madisoncountyhealthdepartment.org>.

8. All Food and drink vendors must abide by and adhere to the Madison County Department of Public Health standards. Inspections by the Madison County Health Inspector will be performed prior to the festival opening. In addition, an inspection may be performed during the Festival hours of operation. All Health Department codes are the responsibility of each vendor. A vendor without a license will be shut down.

9. All food booths are required to have a fire extinguisher on site.

10. ONLY PERSONS and/or COMPANIES that have applied to and have been accepted by the Glen Carbon Community Events Committee shall be included and/or approved to operate under the 2023 Glen Carbon Homecoming, Village of Glen Carbon Festival Permit. Any other person and/or organization must have separate application in order to legally sell food within the Village of Glen Carbon.

11. All vendors are required to provide a CERTIFICATE OF INSURANCE. A copy of the Certificate of Liability Insurance is REQUIRED to be submitted with the Application to be considered. (Sample Attached)

12. All vendors are required to turn in a signed copy of these RULES & REGULATIONS AND A CERTIFICATE OF INSURANCE for their application to be approved.

13. Set up is between 9 am and 12 pm on Friday, June 16, 2023. Vendors with a trailer will be asked to set-up at 9 am - 10 am sharp!

If you cannot commit to set up between 9 am-Noon on June 16, 2023 please do not apply.

Vendors without trailers may set-up anytime between 10 am and noon on Friday. The committee will NOT be present after 12 pm for assistance with booth area assignments and location. You are welcome to stay between noon and 4 pm to cook or decorate your area but it is not required.

Booths/tents must be erected by 12 pm on Friday! No exemptions!!!! Vendors must have their product(s) ready to sell on June 16 & 17 by 5 pm on Friday and 4 pm on Saturday. No one will be allowed to tear down his or her booth/tent before the Homecomings closing time on Saturday at 11 pm.

14. Vendors are responsible for providing and/or arranging for all necessary labor in unpacking, erecting, dismantling and repacking displays. Vehicles will be allowed to quickly drop off booth materials for set up from 8am-12pm on Friday, June 16 and for breakdown after 11 pm on June 17. Festival staff is not available to assist with set-up or breakdown. Booths must remain standing from 12pm on Friday until 11 pm on Saturday. ***Vendors may not park vehicles overnight near Covered Bridge!!***

15. Vendors are responsible for their own booth set up and clean up.

16. Booth space size is 15' x 15'. Each vendor will be provided with a 15' wide area on the street (front) and 15' feet deep. ***Vendors requiring a larger area may reserve and pay for two or more spaces.*** The festival

does not provide anything but the space. The entire booth/equipment must fit into the reserved area including trailer hitches, canopies, etc. **NO EXCEPTIONS! Unless Approved by the CEC.**

17. Each vendor must supply at least two garbage containers and trash bags. Vendors shall be required to keep any assigned area clean of all garbage and/or debris. Village personnel will remove waste periodically. Wastewater and grease cannot be dumped into storm drains or on the ground, as per state law and local ordinances.

18. Each Vendor must supply their own 200-foot heavy-duty extension cords to reach the power grid boards. Electric cords must be taped to the ground with quality duct tape if exposed. All booth participants are responsible for bringing their own 200 ft heavy-duty extension cords as identified on the application form. Each booth will be assigned its own receptacle with two plug-ins. Your receptacle number will also be the number of the booth location you are assigned. You may bring your own power strip if needed. Vendors are responsible for providing lighting in their booth.

19. Vendors shall only store or display materials on appropriate booth surfaces and not in pedestrian aisles or walkways. The selling of food/refreshment/products, raffle tickets/donations, or any other activity must take place within your booth space. This will help keep the streets clear for our patrons.

20. Vendors are solely responsible for the contents of their booth from theft or damage. The Glen Carbon Community Events Committee (CEC) will not be held responsible nor will it reimburse any vendor or merchant for or resulting from, but not limited to the following; loss or damage due to acts of God, stolen property, vandalism or animal activity or product not selling.

21. Vendors will be responsible to the Village of Glen Carbon for damages your activity causes to the sidewalk, street or grassy areas.

22. No alcoholic beverages of any kind may be sold or given away by a vendor without committee permission and proper liquor license.

23. Partial Refunds will be considered only on cancellations received prior to May 31, 2023. No refunds or partial refunds will be given after May 31, 2023! Refunds may be considered and will be decided upon solely at the discretion of the Glen Carbon Community Events Committee. All requests for refunds must be made in writing to the Glen Carbon Community Events Committee.

24. The Glen Carbon Community Event will be held regardless of weather. Vendors should be prepared for any type of weather.

Agreement:

I have read and agree to observe 2023 Glen Carbon Homecoming rules and regulations as stated in this application. I do hereby agree to indemnify and hold harmless the Village of Glen Carbon, the Glen Carbon Community Events Committee, and their respective officers, agents, underwriters, individually and/or collectively from all fines, penalties, liabilities, losses, claims, damages, and expenses including court costs and attorney fees incurred or suffered as a result of or relating to my participation in the event known as the "Glen Carbon Homecoming 2023" during the month of June on Main Street in the Village of Glen Carbon.

Authorized Signature: _____

Date: _____

Questions-Contact Village Hall at 618-288-1200 or fax 618-288-1645.
(Booth Coordinators): Scott Slemmer, saslemmer@glen-carbon.il.us or Nicole Dicks, ndicks@glencarbonil.gov

You can also obtain information on the Village web site at www.glencarbonil.gov

Please mail this agreement page with the application, fee and proof of insurance to:

**Village of Glen Carbon
c/o GCCEC/Homecoming Booth Vendor
151 North Main Street, P.O. Box 757
Glen Carbon, Illinois 62034**

